Form 50058 (MTCS) Vendor Test Center:
August 22, 2000 Conference Call Minutes

1. Timelines:

HUD has worked to implement this new system in a timely manner. However, there are certain elements that are outside of HUD's control. Specifically, OMB must approve the new HUD Form 50058 before HUD can launch the new system. The implications of the delay in the anticipated OMB approval date include the following:

- **The New Form.** OMB approval of the new Form HUD-50058 is pending. HUD expects OMB approval by the end of September.

- **Submitting Data Using the Existing System**. PHAs should continue to submit Form HUD-50058 data using the currently approved form (10/99) into MTCS. HUD will announce the date for submitting data using the new HUD Form 50058 once OMB approves the form. This is a change from previous announcements that data in the current form will be accepted only through August 31, 2000.

- **Vendor Test Center**. The vendor test center for the new MTCS/50058 system is expected to open during the first week of September 2000. HUD will e-mail user IDs and passwords to registered participants prior to this date.

- **New Implementation Date**. The implementation date for the new MTCS/50058 system will be determined once OMB approves the new HUD Form 50058. It is expected that this date will follow at least 30 days from OMB approval of the new form.

- **Next Conference Call**. Deputy Assistant Secretary Johnson Abraham plans to hold another Vendor Test Center Conference Call on Wednesday, September 6 at 11AM (EDT).

II. Vendor Test Center

Other specific issues related to the Vendor Test Center, which vendors and PHAs can use on a voluntary basis, were discussed include the following:

- **Identifying Participating Test Center Vendors and PHAs.** HUD will post a list of the registered PHAs and vendors on the MTCS web site. HUD will notify PHAs & software venders via e-mail when the list is posted. Vendors and PHAs should contact Chris Bauer if any changes are required. (E-mail Chris at Chris_Bauer@HUD.gov.)

- **User IDs and Passwords.** HUD will provide user IDs and passwords to vendors and PHAs via e-mail prior to opening the Test Center. HUD will provide one ID and password for each registered PHA and vendor. Vendors will be provided with user IDs and passwords after they have notified HUD of the PHAs whose data they plan to use for the test.

- **PHA Test Data.** Software vendors need to identify, and receive consent from, two sample public housing authorities they plan to use for the test. Software vendors will select two sample public housing authorities; one sample should be from a large housing authority and the other should be from a medium-sized one. (If they have not already done so, vendors should e-mail Chris Bauer at Chris_Bauer@HUD.gov with the PHAs they plan to test.) PHAs who develop their own software should plan to use their own data.

- **Technical Reference Guide (TRG).** An updated version of the Technical Reference Guide will be made available on the web site by the end of August.

- **Test Center Help.** HUD will provide access to support staff to vendors and PHAs who use the Test Center. HUD will provide additional information about this shortly.

- **ASCII/XML Conversion and Validation Utilities.**   Software utilities which will help the vendors to test and validate the correctness of their ASCII and XML formatted data upload files will be made available via the MTCS web site within the next two weeks.

III. Building and Unit Submission into PIC.

Vendors and PHAs had several questions about the requirement to submit Building and Unit information into PIC before using the Test Center or the new system. The MTCS Web site has currently posted detailed instructions on the Building and Unit data upload process. Please find this information at http://www.hud.gov/pih/systems/pic/mtcs2000/index.html#jobaid.

Building and Unit Submission for Test Center and Live System

Vendors and PHAs that participate in the Test Center **must** enter building and unit data into the PIC test unit collection module before they can submit 50058 data to the Test Center. Once the new system goes live, PHAs will need to re-submit this data into the PIC production unit collection module. (HUD will keep the data in the test environment separate from the production environment.) When PHAs enter data into the PIC production unit collection module, the Field Office must approve the data. This step is not required for the Test Center data.

IV. Mixed Finance

HUD will send out information about the requirements for reporting Mixed Finance units.